

Seattle Sustainable Building

the 2003 LEED™ Incentive Program

The City of Seattle wants private sector construction projects to follow its lead by incorporating more sustainable, “green” materials and methods.

Funded by Seattle City Light and Seattle Public Utilities, the LEED™ Incentive Program provides financial assistance to building owners and developers to incorporate meaningful and cost-effective sustainable building goals early in building programming and design decisions. The City will be an active observer, to help develop other cost effective sustainable building services that the City can offer to the private sector.

Added Value

Sustainably designed and constructed buildings add value in the community by providing:

- high energy efficiency
- healthy, productive work and living environments
- a greener community with improved neighborhood character
- water saving landscaping and plumbing
- regional ecosystem protection through selection of resource efficient building materials
- reduced operational costs over the life of a building

Timing Counts

Our experience with over a dozen City owned projects pursuing LEED™ Silver and with projects enrolled in the LEED™ Incentive Program shows that projects which incorporate sustainable building goals **early** in the design process achieve higher levels of performance with less cost than projects which consider sustainable building strategies late in design. Experience also shows that goals are most effectively incorporated into a project if all stakeholders – the owner or developer, the architect, his consultants, a contractor, and the end users – tenants and property managers – are all involved in developing those goals.



City of Seattle Justice Center

Assistance

The City of Seattle will make available, on an optional basis:

- Technical assistance of the City’s Green Building Team, the Lighting Design Lab, and the Resource Venture.
- Facilitation assistance for up to two Building Design Charettes with the Building Design Decision Participants
- Assistance in maximizing the value of City of Seattle incentives:
 - Seattle City Light Energy Smart Design Incentives, or,
 - Seattle City Light Built Smart Incentives, and,
 - Seattle Public Utilities Water Smart Technology Incentives and technical assistance



City of Seattle Municipal Building

Funding is limited. Projects selected for funding will be those that most aggressively comply with the criteria detailed in the LEED™ Incentive Pre-Application form.



City of Seattle

2003 LEED™ Incentive Program

Project Eligibility

- ◆ New construction or major remodels that meet the criteria described in LEED™ 2.1, or LEED™ Pilot programs – LEED™ EB, LEED™ CI, or new LEED™ pilots as they are introduced.
- ◆ Applicant must be project owner or developer.
- ◆ Applicant must be able to identify **Building Design Decision Participants** – all those who have input into or who will ultimately be effected by building design decisions: financing, architects, consultants (civil, landscape, mechanical/indoor environmental quality, electrical, structural and commissioning), tenants or tenant representatives, facility/property managers, and building operators.
- ◆ **Applicant will hold at least one charette – the Pre-Application Schematic Design Meeting, prior to the end of the Schematic Design Phase.** Charette should involve all Building Design Decision Participants, including tenants or tenant representatives, facility/property managers, and building operators, to allow these end-users to provide input into design decisions that will effect them directly.
- ◆ Applicant must enter into a LEED™ INCENTIVE PROGRAM ASSISTANCE PARTICIPATION AGREEMENT within three months of submitting a Pre-Application.

Incentive Funding

- ◆ Projects must be registered with the USGBC.
- ◆ Applicant commits to having project achieve a minimum LEED™ “Certified” rating.
- ◆ Incentives will be individually negotiated. Minimum basis will be \$15,000 for projects that commit to achieving a LEED™ “Certified” rating and \$20,000 for projects that commit to achieving a LEED™ “Silver” rating.
- ◆ \$10,000 of Incentive funding will be paid when an AGREEMENT is signed and the balance paid upon successful USGBC certification of the project.
- ◆ LEED™ Incentives can be used for soft costs only, not limited to the following:
 - LEED™ certification application process and fees.
 - LEED™ documentation.
 - professional services such as energy modeling and LCA (Life Cycle Analysis).
 - a Building Design Charette facilitated by the applicant or consultant
 - LEED™ Incentives **can not** be applied to hard (construction) costs
- ◆ If project fails to meet USGBC certification, the applicant shall reimburse Seattle City Light all Incentive funding received.
- ◆ Project funding or a funding commitment must be in place at time of signing the ASSISTANCE PARTICIPATION AGREEMENT to insure that applicant intends to move diligently forward.

Project Documentation

To verify that all agreed upon green measures are installed and to share project experience with the community, applicant will:

- ◆ Document installation of green measures
- ◆ Complete a LEED™ Evaluation form
- ◆ Provide two years utility costs and operations data
- ◆ Provide photos and data about the project and its green features, including utility bills, for publication of a case study by the City's Green Building Team

For more information on the **2003 LEED™ Incentive**, contact:

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2003 LEED™ Incentive Schedule of Events

PROGRAMMING/SCHEMATIC DESIGN

- 1 Applicant submits completed LEED™ Incentive Pre-Application submittal
- 2 City of Seattle's Green Building Team reviews Pre-Application submittals and approves or disapproves candidate projects
- 3 Applicant schedules a Pre-Application Design Meeting with SCL and design decision participants – SCL Sustainable Building Coordinator conducts individual meeting/interviews with identified design decision participants as necessary
- 4 Applicant convenes **Pre-Application Schematic Design Meeting** to consider possible green strategies to be incorporated into the project and to establish preliminary LEED™ goals. City sustainable building staff attend to offer assistance as desired by applicant and design decision participants.

DESIGN DEVELOPMENT

- 5 The Sustainable Building Coordinator works with applicant to develop a SCL Energy Smart Design or Built Smart incentive package and a Seattle Public Utilities Water Smart Technology Program package
- 6 Applicant prepares LEED™ Incentive Letter of Agreement, including project narrative and overview of proposed green, sustainable measures.
- 7 Applicant convenes **Goal Confirming Meeting**, to confirm, in Letter of Agreement, the LEED™ goals for the project. City sustainable building staff attend to offer assistance as desired by applicant and design decision participants.
- 8 Letter of Agreement between SCL and applicant is signed, initial LEED™ Incentive funds are released.

COMPLETION

- 9 Project Contract Documents incorporate green measures, a record set is provided to SCL – Applicant participates in Evaluation Program.
- 10 Project completed, green measures verified, completed project documented, balance of LEED™ Incentive funds released.

Shaded box indicates Meetings or Charettes that should involve Design Decision Participants. Pre-Application Schematic Design Meeting is a requirement for funding.



City of Seattle

2003 LEED™ Incentive Pre-Application

(No items below are mandatory – Completeness will be used to select potential participants. Submission of schematic drawings and brief, written description of project and program goals is desirable.)

Project Information

Project name: _____

Project address: _____

Project is: ☐ new construction ☐ renovation/remodel ☐ combination

Building type: ☐ commercial type _____

☐ institutional type _____

☐ high rise residential type _____

☐ mixed use type _____

Project Scale

Budget: _____

Square footage: _____

Height & number of stories: _____

Project Status

If new construction, has the site been purchased? ☐ yes ☐ no

If renovation/remodel, has the building been purchased? ☐ yes ☐ no

What phase of programming and design is the project in:

☐ programming ☐ pre-design ☐ schematic design ☐ design development

Are any building permits secured? yes ☐ no ☐ type _____

Is financing secured? yes ☐ no ☐ committed? ☐ yes ☐ no

Estimated start date: _____ estimated completion date: _____

Applicant

Owner/authorized agent name(s): _____

Company name: _____

Mailing address: _____

Phone: _____ FAX: _____ email: _____

Building Design Decision Participants

Firm	Primary Contact	Phone	email
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Financing:

Architect			
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Civil Engineer/Landscape Architect			
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Mechanical Engineer			
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Electrical Engineer			
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Tenant or tenant representative			
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Property/Facility Manager/Building Operator			
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Other (Green Building Consultant, Commissioning Consultant, Environmental Consultants, etc.)

Proposed Date of **Schematic Design Charette** involving Building Decision Participants _____

I, _____, owner/authorized agent of the property at _____

Seattle, Washington, am applying to participate in the LEED™ INCENTIVE PROGRAM. I agree that, if my project is selected, I will execute a LEED™ INCENTIVE PROGRAM ASSISTANCE PARTICIPATION AGREEMENT with Seattle City Light within three months of the date of this Pre-Application and will abide by the City of Seattle's rules and the LEED™ INCENTIVE ASSISTANCE PARTICIPATION AGREEMENT.

Signature of Owner/Authorized Agent _____ Date _____

